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Sent: Monday, April 04, 2011 10:34 AM
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Subject: Change to the New Purchasing Program

On Friday we received an update to the new purchasing program. When you start to enter a requisition you will notice that the header tab and item catalog tap have been combined. The following is an outline you help guide you through the new screen.

- 1) Click "ADD"
- 2) Click on the magnifying class in the "Suggested Vendor" box, select the vendor you wish to use.
- 3) Select the "Requisitioner"
- 4) Select a "Delivery Date", should be either the end of the fiscal year or the end of the grant, which every comes first.
- 5) Click on the magnifying glass for the "G/L Account Code" and fill in the required information
- 6) Click on the magnifying glass in the "Item Code" column, select the item you wish to order and complete the information.

All other aspects of the program have not changed.